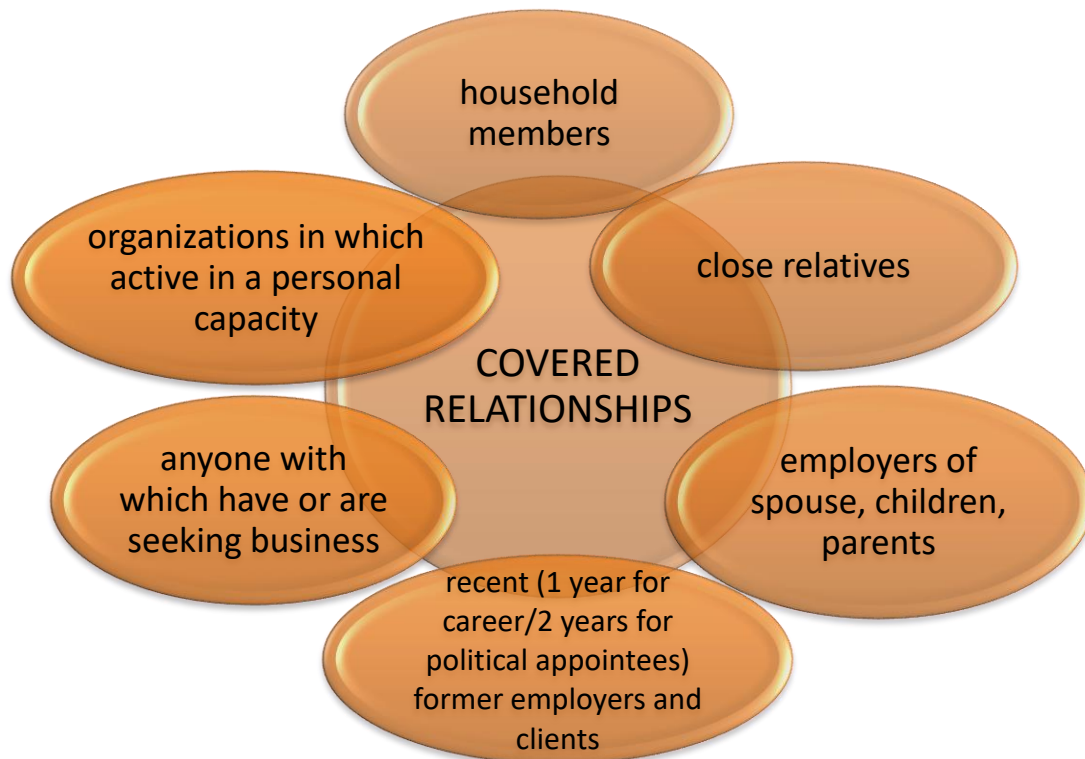


Ethics at a Glance APPEARANCES OF BIAS

DISQUALIFICATIONS BASED ON PERSONAL RELATIONSHIPS

Disqualification is required regarding a matter in which one of the parties is (or is represented by) someone with which an employee has a covered relationship (unless special authorization is given based on the needs of the agency).



To obtain authorization to participate in a matter involving a covered relationship, contact the Ethics Law and Programs Division at ethicsdivision@doc.gov or 202-482-5384.